

**SUPERVISORY
SPORTS
COORDINATOR
NF-0188-03**

**MORALE, WELFARE
& RECREATION**

INTRODUCTION

~~MWR~~ This position is located in the ^{Fitness} ~~Athletics~~ Branch of ~~Recreation~~ Division, ⁸⁰¹ ~~MWR~~ Department, Naval Air Station, Lemoore, California. The purpose of this position is to provide maximum opportunities for participation in a well-rounded program of planned athletic activities, designed to enhance the physical, mental, and social well-being of active duty personnel and to promote "Esprit de Corps."

MAJOR DUTIES

20% Promotes and coordinates a maximum participation sports program on a year round basis, serving approximately 6,000 Navy personnel. Evaluates sports programs which will meet participant interests and needs in many varieties of major and minor team and individual sports. Determines which sports will be conducted, what facilities, personnel and supplies are required, etc. Promotes, organizes, and directs intramural and all-star sports programs to coincide with scheduled higher lever tournaments for the same sport.

10% Attends meetings with command, athletic and recreation representatives, contributing suggestions for determining sports interest and participating in the evaluation of the sports program by analyzing participation, attendance, morale of personnel during scheduled play, keenness of competition, etc.

20% Following established guidelines the incumbent is responsible for scheduling league competition for intramural, intermural play. Determines winners and runners-up (team and individuals). sportsmanship and most valuable player. Assists in selecting sports personnel for all-star teams to represent the Base at higher competition.

10% Supervises use of athletic facilities and equipment for scheduled play, utilizing (list activities). Prepares and disseminates publicity material on scheduled sports programs through available printed media and through discussions with command, athletic and recreational representatives. Designs and maintains statistical records on teams and individuals' performance in all sports. Prepares and submits required reports covering performance in the sports program.

10% Makes recommendations to the Athletic Director concerning future program needs for the purpose incorporating budget expense estimates into the annual budget for athletic programs. Ensures expense projections are cost effective placing emphasis on those activities and programs most appropriate to the interests of the population served.

5% Conducts training of sports officials for scheduled sports through clinics and conferences, and evaluates performance. Continuously evaluates all officials assigned to the Commander's Cup Sports Program to maintain optimum professionalism and to provide guidance.

5% Prepares and submits required reports covering performance in the sports program. Submits payment requests covering performance in the sports program, as well as payment requests for officials fees, utilizing records and logs. Drafts and prepares letters, memoranda, and notices.

10% Coordinates championships in all sports from the Commander's Cup to the Interservice level. May assist in arrangements for messing, berthing, transportation, and publicity for tournaments. Arranges and conducts clinics for all intramural sports. Plans, schedules, and organizes sports banquets, including formal invitations, entertainment and other arrangements. Procures trophies, plaques, medals, and other awards; maintains statistical records on both teams and individual performances in all sports at all levels.

5% Provides technical guidance and instructions to individual participants and groups of participants engaged in those athletic activities for which the incumbent has technical expertise (i.e., softball, basketball, football, etc.)

5% Prepares requests for supplies and equipment for gymnasium, ground maintenance and league requirements.

KNOWLEDGE REQUIRED BY THE POSITION

A college degree or equivalent in experience with emphasis in Recreation which demonstrates knowledge of the basic policies, goals, regulations, and procedures for the administration of Athletic Programs.

Knowledge of the philosophy and objectives of the overall Morale, Welfare, and Recreation Program and the skill to interpret and promote the program through media, public appearances, and other promotional procedures.

Skill, tact, and resourcefulness to resolve disputes, sometimes physical, by displaying patience, understanding, and unbiased considerations during active sporting events, treating each conflict on its own merits by applying current approved rules and regulations.

Knowledge of the physical and psychological factors in individual and team sports, and the nature, purpose, and organization of individual and team sports activities.

Skill in planning and leadership to devise and carry out recreation programs that will stimulate and sustain the interest of participants and so challenge and motivate their participation that they may benefit from the physical, psychological, and social values to be derived from recreational activities.

Knowledge in planning budget requirements.

SUPERVISORY CONTROLS

Incumbent works under the general supervision of the Athletic Director who provides overall objectives and guidance. The incumbent follows the overall objectives of the Morale, Welfare, and Recreation Department attending sporting events which are played after hours.

Due to the nature and scope of the program and the fact that tour of duty hours do not coincide with those of the supervisor, the employee's day-to-day work must be carried out independently. Supervisor reviews recommendations for adequacy, soundness of judgment, conformance with policies and program objectives.

Overall program and budget recommendations are reviewed for adequacy and appropriateness.

GUIDELINES

Written guidelines include program plans, rules and regulations that are pertinent to the management aspects of the program as a whole. These include authority instructions. The incumbent, by virtue of his hours of employment and close association with programs participants and representatives, must deal with special environmental elements creating operating conditions to which prevailing guidelines cannot be directly and easily applied, requiring mature judgment in the interpretation and adaptation of guidelines to meet specific local program requirements.

COMPLEXITY

The Athletic Program requires the incumbent to have expertise in all sports, which encompasses rules, regulations, equipment, facilities, officials, workers, and environment.

The incumbent's work includes different unrelated processes, methods, and procedures in various categories which pertain to a variety of sporting events.

Decisions and recommendations as to which program activities will be undertaken require assessments of participants' interest and needs, and the availability of financial, physical, and human resources. Alternatives must be measured from data gathered and evaluated to ensure choices will benefit the overall program.

SCOPE AND EFFECT

The incumbent applies program policies and procedures to regular and conventional situations daily as it relates activities, services and operations. Matters involving unique or more serious problems or questions affecting more uncommon activities are resolved by the Athletic Director.

The activities and services provided by the employee at this level are highly visible because of close, personal contact, and directly contribute to participant's morale, physical and mental well-being, and social development.

PERSONAL CONTACTS

Most personal contacts are with participants in the Sports Program, base civilians, and other military personnel, including assigned representatives, committee, council, and advisory members, full and part time staff. In addition, the incumbent will have periodic contact with members of the general public, individually or in groups, and local businessmen.

PURPOSE OF CONTACTS

Personal contacts are with those who participate in the Athletic Program or avail themselves of the program's facilities. The contacts are for the purpose of planning, implementing, and administering the Athletic Program, motivating participants, and arranging for necessary assistance. Contact with the general public are for the purpose of promoting the cooperation and collaboration of local business community members for supplies and services needed for the program.

PHYSICAL DEMANDS

The employee's work requires some physical exertion, such as handling tools, materials, and equipment related to various sporting activities involved. Additionally, much of the employee's contact work takes place at outdoor playing facilities, so there is driving, standing, and walking involved.

WORK ENVIRONMENT

Incumbent's office area is adequately lighted, heated, and ventilated. Athletic activities of this program involve everyday risks of discomforts which require normal safety precautions typical in supervising sporting events.